

# Declaration and Power of Attorney United States Patent Application

UNITED STATES  
Patents and Design Patents  
Sole & Joint Inventors  
Convention & Non-convention  
PCT & Non-PCT  
This form cannot be amended, altered  
or changed after it is signed.  
(For use only for inventors who  
understand the English language.)

As a below named inventor, I hereby declare that:

My residence, post office address and citizenship are as stated below next to my name.

I believe I am the original, first and sole inventor (if only one name is listed below) or an original, first and joint inventor (if plural names are listed below) of the subject matter which is claimed and for which a patent is sought on the invention entitled

## CLIENT CARD MAIL SYSTEM

(check one) ☒ is attached hereto.

☐ was filed as U.S. Application No. \_\_\_\_\_ on \_\_\_\_\_ and (if applicable) was amended on \_\_\_\_\_

☐ was filed as PCT International Application No. \_\_\_\_\_ on \_\_\_\_\_ and (if applicable) was amended under PCT Article 19 on \_\_\_\_\_

(I authorize any attorney appointed below to insert information in the preceding blanks.)

I have reviewed and understand the contents of the above-identified specification, including the claims, as amended by any amendment referred to above.

I acknowledge the duty to disclose information which is material to patentability as defined in Title 37, Code of Federal Regulations, §1.56.

I hereby claim foreign priority benefits under Title 35, United States Code, §119(a)-(d) or §365(b) of any foreign and PCT application(s) for patent or inventor's certificate, or §365(a) of any PCT international application which designated at least one country other than the United States of America listed in this Declaration. I have also identified below any foreign application for patent or inventor's certificate or PCT international application having a filing date before that of the application(s) on which priority is claimed:

Foreign/PCT Application No.	Country	Filing Date	Priority Claimed? (yes/no)
7059/1999	Japan	February 24, 1999	Yes

I hereby claim the benefit under Title 35, United States Code, §120 or §365(c) of any United States application and PCT international application designating the United States of America listed in this Declaration and, insofar as the subject matter of each of the claims of this application is not disclosed in the prior United States application or PCT international application in the manner provided by the first paragraph of Title 35, United States Code, §112, I acknowledge the duty to disclose information which is material to patentability as defined in Title 37, Code of Federal Regulations, §1.56 which became available between the filing date of the prior application and the national or PCT international filing date of this application:

U.S. Application No.	Filing Date	Status (patented/pending/abandoned?)

I hereby claim priority benefits under Title 35 United States Code §119(e) of any U.S. provisional application(s) listed below:

U.S. Provisional Application No.	Filing Date

I hereby appoint the following attorneys to prosecute this application and to transact all business in the Patent and Trademark Office connected therewith: Michael K. Carrier, (42391), Joseph A. DeGrandi (17446), Thomas L. Evans (35805), Herbert M. Hanegan (25682), J. Rogers Lunsford, III (29405), Michael A. Makuch (32263), William F. Rauchholz (34701), Dennis C. Rodgers (32936), Charles L. Warner, II (32320), Robert G. Weilacher (20531), Richard G. Young (20628).

Send all correspondence to: Smith, Gambrell & Russell, LLP, Beveridge, DeGrandi, Weilacher & Young Intellectual Property Group, 1850 M Street, N.W. (Suite 800), Washington, D.C. 20036. All facsimiles may be sent to (202) 659-1462. Direct all phone calls to (202) 659-2811.

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like so made are punishable by fine or imprisonment, or both, under Section 1001 of Title 18 of the United States Code and that such willful false statements may jeopardize the validity of the application or any patent issued thereon.

Full name of sole or first inventor: Heizo KITAJIMA

Citizenship: Japan

Residence (city, state, country): Koga-shi, Ibaragi-ken, Japan

Post office address: c/o Kabushiki Kaisha Okura, 1734-30, Oyama, Koga-shi, Ibaragi-ken, Japan

Signature: Heizo Kitajima

Date: August 31, 1999

Full name of second joint inventor, if any:

Citizenship:

Residence (city, state, country):

Post office address:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

☐ Additional inventors and/or prior applications are listed in attached Supplemental Sheet(s).

SGR/BDWY 199

Supplemental Sheet to U.S. Declaration and Power of Attorney (SGR/BDWY-1 supp.)

Additional Inventor(s):

Full name of third joint inventor, if any:  
Residence (city, state, country):  
Post office address:

Citizenship:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of fourth joint inventor, if any:  
Residence (city, state, country):  
Post office address:

Citizenship:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name of fifth joint inventor, if any:  
Residence (city, state, country):  
Post office address:

Citizenship:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Foreign/PCT Applications:

Foreign/PCT Application No.	Country	Filing Date	Priority Claimed? (yes/no)

Additional U.S. Applications:

U.S. Application No.	Filing Date	Status (patented/pending/abandoned?)

Additional Provisional U.S. Applications:

U.S. Provisional Application No.	Filing Date

Attorney Docket No:

SGR/BDWY Form SED-2  
Small Entity  
Small Business Concern

Applicant or Patentee (Inventors):  
Serial No. or Patent No. (if known):  
Filed or Issued (if known):  
For (invention title):

**SMALL ENTITY FORM - SMALL BUSINESS CONCERN**  
(VERIFIED STATEMENT/DECLARATION CLAIMING SMALL ENTITY STATUS, 37 CFR 1.9(f) and 1.27(b))

I hereby declare that I am

(check one) ☒ the owner of the small business concern identified below:  
☐ an official of the small business concern empowered to act on behalf of the concern identified below:

NAME OF CONCERN: Kabushiki Kaisha Okura  
ADDRESS OF CONCERN: 1734-30, Oyama, Koga-shi, Ibaragi-ken, Japan

I hereby declare that the above identified small business concern qualifies as a small business concern as defined in 13 CFR 121.3-18, and reproduced in 37 CFR 1.9(d), for purposes of paying reduced fees under section 41(a) and (b) of Title 35, United States Code, in that the number of employees of the concern, including those of its affiliates, does not exceed 500 persons. For purposes of this statement, (1) the number of employees of the business concern is the average over the previous fiscal year of the concern of the persons employed on a full-time, part-time or temporary basis during each of the pay periods of the fiscal year, and (2) concerns are affiliates of each other when either, directly or indirectly, one concern controls or has the power to control the other or a third party or parties controls or has the power to control both.

I hereby declare that rights under contract or law have been conveyed to and remain with the small business concern identified above with regard to the invention described in the above-identified application or patent.

If the rights held by the above identified small business concern are not exclusive, each individual, concern or organization having rights to the invention is listed below and no rights to the invention are held by any person, other than the inventor, who could not qualify as an independent inventor under 37 CFR 1.9(c) or by any concern which would not qualify as a small business concern under 37 CFR 1.9(d) or a nonprofit organization under 37 CFR 1.9(e).

FULL NAME \* :  
ADDRESS:  
☐ INDIVIDUAL ☐ SMALL BUSINESS CONCERN ☐ NONPROFIT ORGANIZATION

FULL NAME \* :  
ADDRESS:  
☐ INDIVIDUAL ☐ SMALL BUSINESS CONCERN ☐ NONPROFIT ORGANIZATION

FULL NAME \* :  
ADDRESS:  
☐ INDIVIDUAL ☐ SMALL BUSINESS CONCERN ☐ NONPROFIT ORGANIZATION

\* NOTE: Separate verified statements are required from each named person, concern or organization having rights to the invention averring to their status as small entities. (37 CFR 1.27)

I acknowledge the duty to file, in this application or patent, notification of any change in status resulting in loss of entitlement to small entity status prior to paying, or at the time of paying, the earliest of the issue fee or any maintenance fee due after the date on which status as a small entity is no longer appropriate. (37 CFR 1.28(b))

I hereby declare that all statements made herein of my own knowledge are true and that all statements made on information and belief are believed to be true; and further that these statements were made with the knowledge that willful false statements and the like so made are punishable by fine or imprisonment, or both, under section 1001 of Title 18 of the United States Code, and that such willful false statements may jeopardize the validity of the application, any patent issuing thereon, or any patent to which this verified statement is directed.

Name of Person Signing: Heizo KITAJIMA  
Title of Person Signing: President  
Address of Person Signing: 1734-30, Oyama, Koga-shi, Ibaragi-ken, Japan

SIGNATURE Heizo Kitajima DATE August 31, 1999  
Heizo KITAJIMA